



MOTOR CARRIER SERVICES

MoDOT CARRIER EXPRESS ***International Registration Plan***

How to Order a replacement plate

- Important Notes – Page 1
- Log On – Page 2
- Process Plate Replacement Supplement – Page 4

IMPORTANT NOTES

USERID & PASSWORD

To file online, you must have a userID and password. If you do not have a userID and password, e-mail contactmcs@modot.mo.gov

If you have forgotten your password, go to the log in page www.modot.org/mce and click on the orange button on that page. Follow the instructions to reset your password.

If you have forgotten your password,
[Click Here](#)

GETTING BACK TO WHERE YOU LEFT OFF

If you exit MoDOT Carrier Express at any time during a transaction, and the renewal is not in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function to return to the last saved page.



BACK BUTTON

Do not use your browser's back button. Using the back button or arrow will end your MoDOT Carrier Express session. After any session is ended, you are required log in again and use the **SUPPLEMENT CONTINUANCE** function to proceed.

PRISM ERROR MESSAGES

Gray boxes with error messages will pop up when information in MoDOT Carrier Express does not agree with information held by the FMCSA.

To update your information with FMCSA, use a Form MCS 150 – update electronically at www.safersys.org or download a paper copy at <http://www.fmcsa.dot.gov/forms/print/r-l-forms.htm> and fax, e-mail, or mail it to MoDOT. MCS-150s must be updated biennially according to FMCSA guidelines. Information on file with MoDOT Motor Carrier Services must match the information you gave to the FMCSA. This includes Entity Type, Tax Payer Identification Number, Operation Type and all other information. If you have questions about error messages, call our office toll-free at 1-866-831-6277

OUR CONTACT INFORMATION

MoDOT Motor Carrier Services
1320 Creek Trail Drive
PO Box 893
Jefferson City, MO 65102-0893

Toll-Free: 1-866-831-6277
Local: 573-751-7100
Fax: 573-751-0916
E-mail: contactmcs@modot.mo.gov

THE REPLACE PLATE SUPPLEMENT REPLACES A LICENSE PLATE THAT HAS BEEN LOST, STOLEN, DESTROYED OR MUTILATED.

Once the flat fee of \$8.50 for each plate is paid, a plate with the same number is ordered and will be sent.

Required Supporting Documents –

- None

1. Log on - www.modot.org/mce

MoDOT CARRIER EXPRESS

CONTACT | CAREERS | NEWS | SITEMAP

Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

Sign in to begin using MoDOT Carrier Express.

User ID:

Password:

If you have forgotten your password, [Click Here](#)

System Status messages will go here. If there are none this area will be blank.

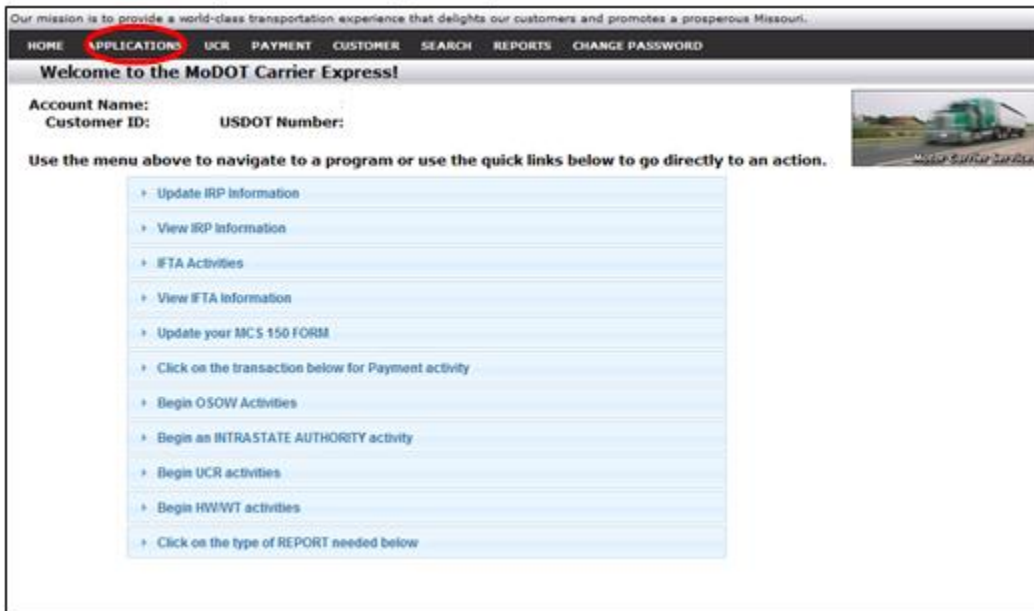
Welcome to MoDOT Carrier Express

- Don't have a Customer ID and password? Visit www.modot.org/mcs/MotorCarrierExpress.htm to send a request.
- **MoDOT Carrier Express works with Internet Explorer 6.0 and 7.0.** (If using IE 7.0, turn off the built-in pop-up blocker). Other web browsers cannot support MoDOT Carrier Express programming.
- [General Information](#) about system requirements and system instructions on Motor Carrier Services web site.
- If you need to access a transaction you started, but did not finish, see the instructions for Supplement Continuance on the main page of our Web site www.modot.org/mcs
- MCS accepts e-Check, Visa, MasterCard, American Express and Discover. Convenience fees apply. [Click here](#) for more information.

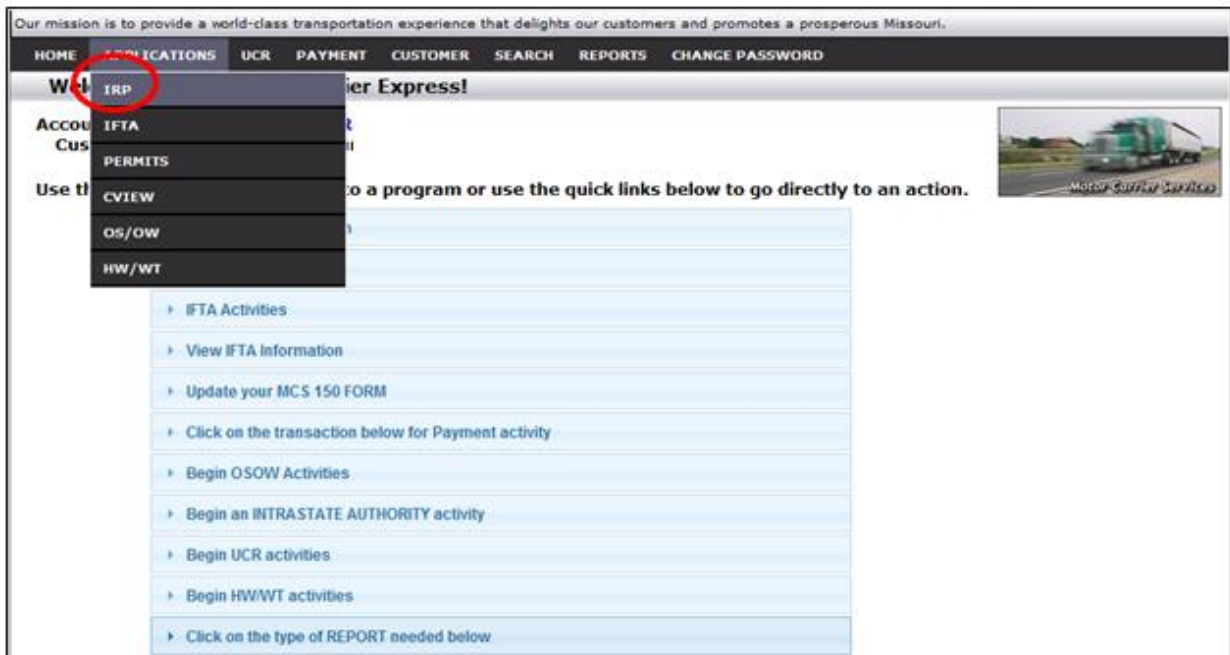
MoDOT Motor Carrier Services
1320 Creek Trail Drive, PO Box 893
Jefferson City, MO 65102-0893
1-866-831-6277
e-mail: contactMCS@modot.mo.gov

a. Enter your userID and password. Click on **SIGN IN**

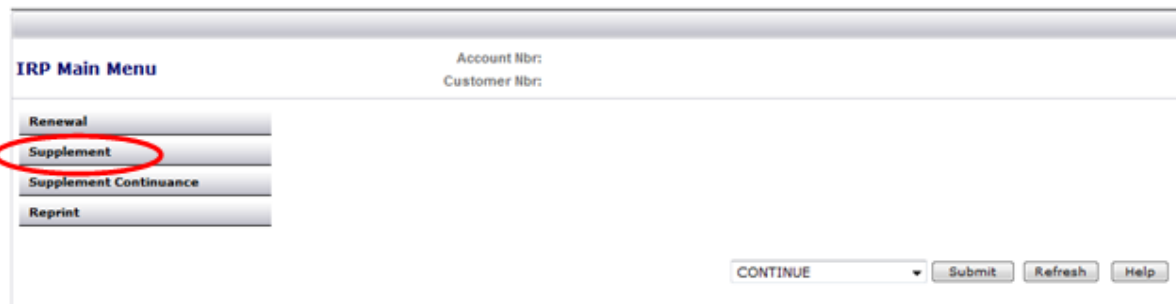
2. The **Welcome to the MoDOT Carrier Express** page appears
This page contains links and lists of various activities
 - a. To proceed with your supplement, click on **APPLICATIONS** or the **IRP ACTIVITIES LINK**



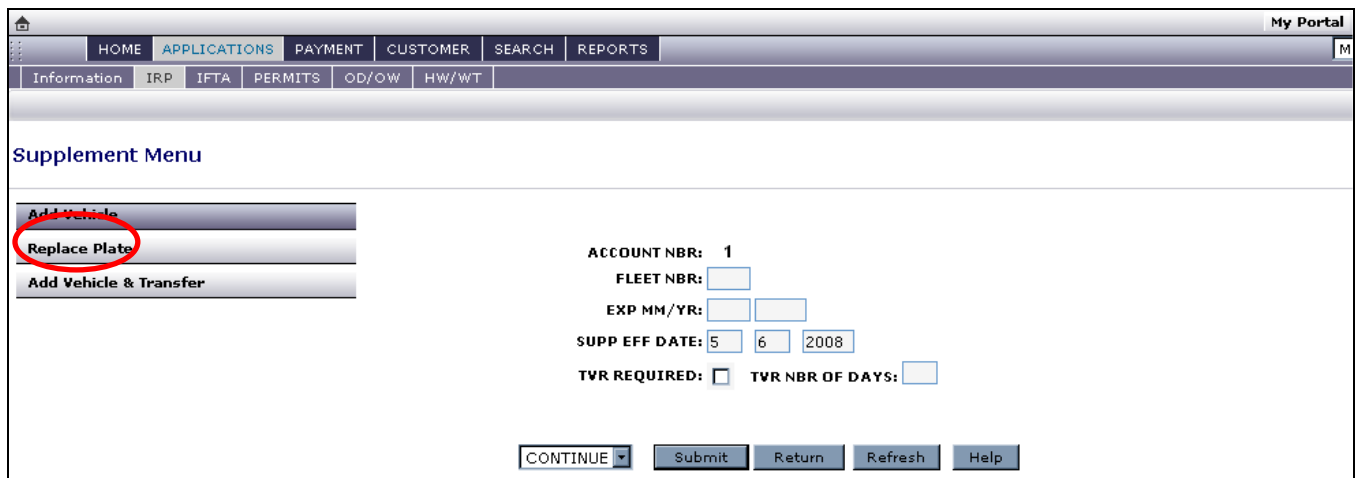
3. Choose **IRP** from the drop down menu



4. The **IRP Main Menu** page appears



a. Click on **SUPPLEMENT** and complete the requested screen information



- Enter fleet number (required)
- Enter account expiration month and year (required)
- Supplement effective date will default to current date, change if needed
- If temporary vehicle registration is desired, click on TVR box
- TVR number of days defaults to 45 days but can be changed to fewer if needed

b. Click **SUBMIT** - Click **SUBMIT** again to confirm

5. The **Replace Plate (Control Screen)** appears

The screenshot shows the 'Replace Plate' control screen. At the top, it displays 'Account Hbr: Supp Hbr: 0003', 'Fleet Hbr: 1', 'Exp MM/YR: 12/2008', and 'REPLACE TAG'. Below this, there are input fields for 'VEHICLE CONTROL:', 'VEHICLES PROCESSED: 0', 'PLATE:', 'VIN:', and 'UNIT:'. At the bottom, there is a 'CONTINUE' dropdown menu and buttons for 'Submit', 'Quit', 'Refresh', 'Inquiry', and 'Help'.

NOTE: This screen controls the number of plates being replaced. The control feature verifies that a unit was not missed. The supplement will not be invoiced until the vehicle control number matches the number of plates being replaced. The vehicle control number may be changed if needed.

- In the vehicle control field, enter total number of units being processed
- Enter the plate number being replaced. Leave VIN and UNIT blank.
- Click on **SUBMIT**

6. The **Replace Plate** screen appears

The screenshot shows the 'Replace Plate' screen with more detailed information. At the top, it displays 'Account Hbr: 13196', 'TMS TRUCKING LLC', 'Fleet Hbr: 1', 'Exp MM/YR: 12/2008', and 'REPLACE TAG'. Below this, there are input fields for 'VEHICLE CONTROL: 1', 'VEHICLES PROCESSED: 0', 'PLATE: A54195', 'VIN: 1N2K195C37M034932', and 'UNIT: 150'. Below these fields, there is a section titled 'Vehicle/Registration Information' which includes 'TTL NBR: PJ647542', 'USDOT: 1716954', and a 'REASON:' dropdown menu with options: 'D - DAMAGED', 'L - LOST', 'N - LIC LAW', 'O - OTHER', and 'S - STOLEN'. There is also a 'FEE OVERRIDE:' checkbox. At the bottom, there is a 'CONTINUE' dropdown menu and buttons for 'Submit', 'Quit', 'Refresh', 'Inquiry', and 'Help'.

- Verify that the vehicle information displayed is correct
- Select reason for plate replacement from the drop down box
 - Damaged (D) – Plate has received damage and is unreadable or unusable
 - Lost (L) – Plate has been lost
 - License Law (N) – Plate is being reissued due to change of design and/or configuration by state statue. No fee is assessed on 1st replacement plate under this reason
 - Other (O) – For any other reason not listed in the drop down box
 - Stolen (S) – Plate is stolen
- Click **SUBMIT**. Confirm that all information is correct and click on **SUBMIT** again
- If you are processing more than one vehicle, the control screen is displayed each time you finish processing a vehicle so that you can begin to process the next one. Change the vehicle control number if needed.
- Proceed to billing, by completing all entries and submitting.

7. The IRP Billing page appears without invoiced amounts

HOME APPLICATIONS INQUIRY CUSTOMER SEARCH REPORTS MY SETTINGS My Favorites

Information IRP BTA PERMITS CVIEW COLOW HW/WT WORKLIST Pending Insurance

IRP Billing Account Hbr: 1 Fleet Hbr: 1 Exp MM/YY: 12/2008
Supp H ADD VEHICLE USDOT Hbr:

IRP Fee: 0.00 Supplement Status: 0 - OPEN
Mo Schedule I Fee: 0.00 Waive Trailer Fee: ☐ Effective Date: 01 / 24 / 2008 REG MONTHS: 12
Mo Schedule II Fee: 0.00 Receipt Date: 01/24/2008 NBR OF VEHICLES: 1
Cab Card Fee: 0.00 ☐ Billing Date:
Replace Tag Fee: 0.00 ☐ Invoice Date:
Grade Crossing Fee: 0.00 ☐ TWR Ind: ☐ TWR Hbr of Days: 0
Transfer Fee: 0.00 ☐
Revenue Transfer Fee: 0.00 ☐
Late Filing Penalty: 0.00 ☐ Delivery Options P - Print
Late Pay Penalty: 0.00 ☐
Total Due: 0.00
Credit Applied: 0.00
Net Amount Due: 0.00

CONTINUE Submit Quit Refresh Inquiry Help

- Select a delivery option for your credentials or documents
 - Fax – Sends documents/credentials to your fax number indicated – number can be changed
 - Email –Sends documents/credentials to your email address indicated – email can be changed
 - Preview – Sends documents/credentials to Report List (find in the REPORTS tab)
- Click **SUBMIT** – fees will calculate. Click **SUBMIT** again to confirm and billing will be invoiced. The red message appears, **SUPPLEMENT TRANSACTION SUCCESSFULLY SUBMITTED FOR INVOICE**

SUPPLEMENT TRANSACTION SUCCESSFULLY SUBMITTED FOR INVOICE

CONTINUE Submit Refresh Inquiry Help

NOTE: Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card or e-check. You can also mail payment with a copy of the invoice.

NOTE: The plate will not be ordered until payment is received.